



भारत का राजपत्र

The Gazette of India

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं० 3]

नई दिल्ली, शनिवार, जनवरी 17, 1970 (पौष 27, 1891)

No. 3]

NEW DELHI, SATURDAY, JANUARY 17, 1970 (PAUSA 27, 1891)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके

(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग III—खण्ड 4

(PART III—SECTION 4)

विधिक निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें अधिसूचनाएं, आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं

(Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by Statutory Bodies)

स्टेट बैंक आफ इण्डिया

केन्द्रीय कार्यालय

बम्बई, दिनांक 30 दिसम्बर 1969

सं० एम० बी० एस० 18/1969—स्टेट बैंक आफ इंडिया, (सहायक बैंक) ऐक्ट, 1959, (38, 1959 का) अनुभाग 26, उपानुभाग 2 के अनुसार, श्री ओ० पुल्ला रेड्डी, एम० ए० आई० सी० एम० (सेवा निवृत्त), “राहत आफझा”, मार्ग सं० 7, बंजारा हिल्स, हैदराबाद-34 (आंध्र प्रदेश) जो कि स्टेट बैंक आफ हैदराबाद के निदेशक-मण्डल में तत्काल ऐक्ट के अनुभाग 25 उपानुभाग (1) के द्वारा (डी) द्वारा निदेशक नामित किए गए थे, की नियुक्ति अवधि 30 सितम्बर 1969 को सामप्त हो गई।

2. इसके द्वारा सामान्य जानकारी के लिए सूचना दी जाती है कि तत्काल ऐक्ट के अनुभाग 25, उपानुभाग (1), धारा (डी) के अनुसार, स्टेट बैंक आफ इंडिया ने, रिजर्व बैंक आफ इंडिया से विचार विनिमय करने के बाद, श्री ओ० पुल्ला रेड्डी को स्टेट बैंक आफ हैदराबाद के निदेशक-मण्डल में, निदेशक के पद पर दिनांक 1 अक्टूबर 1969 से 30 सितम्बर 1972 (दोनों दिन सम्मिलित), तीन वर्ष की अवधि के लिए, पुनर्नामित किया है।

आर० के० तलवार,
चेयरमैन

स्टेट बैंक आफ इन्दौर

स्टेट बैंक ऑफ इण्डिया का सहायक बैंक

भारत में विशेष अधिनियम के अन्तर्गत निर्गमित

सदस्यों का दायित्व सीमित

प्रधान कार्यालय :

इन्दौर, दिनांक 1 जनवरी 1970

सूचित किया जाता है कि स्टेट बैंक आफ इन्दौर के अंशधारियों की नवमीं वार्षिक साधारण सभा 6 फरवरी, 1970 को 3.30 बजे अपराह्न (मानक समय) में बैंक के प्रधान कार्यालय, 2, बम्बई-आगरा मार्ग, इन्दौर में निम्नलिखित कार्य-सम्पादन के लिये होगी :

“बैंक के 31 दिसम्बर, 1969 तक के संतुलन-पत्र, लाभालाभ खाता, उक्त अवधि के लिये निदेशक-मंडल के बैंक के संचालन का विवरण एवं अंकेक्षक की संतुलन-पत्र एवं खातों पर टिप्पणी की चर्चा के लिये।”

निदेशक-मंडल की आज्ञा से
वि० ना० नाडकर्णी,
जनरल मैनेजर

स्टेट बैंक ऑफ बिकानेर एण्ड जयपुर

(स्टेट बैंक ऑफ इण्डिया का सहायक बैंक)

भारत में विनिष्ट नियमान्तर्गत संस्थापित
सदस्यों का वायित्व सीमित है।

जयपुर, दिनांक 9 जनवरी 1970

सूचना

सूचित किया जाता है कि स्टेट बैंक आफ बिकानेर एण्ड
जयपुर के भागीदारों की नवमीं वार्षिक साधारण सभा की बैठक

बैंक के प्रधान कार्यालय सवाई मानसिंह हाईवे, जयपुर में शुक्रवार
20 फरवरी सन् 1970 को प्रातः साढ़े ग्यारह बजे (नियतसमया-
नुसार) होगी, जिसमें बैंक की बेलेंसशीट, 31 दिसम्बर, 1969
को समाप्त होने वाले वर्ष के लाभ-हानि, बैंक के कार्य पर डाइरेक्टरों
की रिपोर्ट एवम् बेलेंसशीट और हिसाब के सम्बन्ध में आडिटर की
रिपोर्ट पर विचार किया जायगा।

बोर्ड के आदेशानुसार

सी० पी० सैगल,

जनरल मैनेजर

STATE BANK OF INDIA

Central Office

Bombay, the 30th December 1969

SBS. No. 18/1969—In pursuance of sub-section (2) of Section 26 of the State Bank of India (Subsidiary Banks) Act, 1959 (38 of 1959), the term of appointment of Shri O. Pulla Reddi, M.A., I.C.S. (Retired) of "Rahat Afza", Road No. 7, Banjara Hills, Hyderabad-34 (A.P.), nominated as a Director on the Board of the State Bank of Hyderabad under the proviso to clause (d) of sub-section (1) of Section 25 of the Act (*ibid*) expired on the 30th September 1969.

2. It is hereby notified for general information that in pursuance of the proviso to clause (d) of sub-section (1) of Section 25 of the Act (*ibid*), the State Bank of India, in consultation with the Reserve Bank of India, has re-nominated Shri O. Pulla Reddi as a Director on the Board of the State Bank of Hyderabad for a term of three years from the 1st October 1969 to 30th September 1972 (inclusive).

R. K. TALWAR
Chairman

STATE BANK OF INDORE

(Subsidiary of the State Bank of India)

Incorporated in India under Special Statute;
The liability of the Members is limited.

Indore, the 2nd January 1970

NOTICE

With reference to the Notice of the 10th October, 1969 issued in terms of Regulation 30(2) of the Subsidiary Banks General Regulations, 1959 regarding the holding of a General Meeting of the Shareholders of the State Bank of Indore at the Head Office of the Bank for the purpose of electing two persons to be Directors of the Board of the Bank in pursuance of Section 25(1)(d) of the State Bank of India (Subsidiary Banks) Act, 1959, to fill the vacancies which will arise on the 15th January, 1970, through the retirement of (1) Shri Satish Chandra Malhotra, 'Windmere', Cuffe Parade, Colaba, Bombay-5 and (2) Shri Lakshman Prasad Bhargava, Ramprasad Bhargava Marg, Ujjain NOTICE IS HEREBY GIVEN that I have accepted as valid the nominations proposing the names of (1) Shri Satish Chandra Malhotra, 'Windmere', Cuffe Parade, Colaba, Bombay-5 and (2) Shri Lakshman Prasad Bhargava, Ramprasad Bhargava Marg, Ujjain as candidates for election as Directors of the Board of the State Bank of Indore. The said nominations being the only valid nominations received. (1) Shri Satish Chandra Malhotra, 'Windmere', Cuffe Parade, Colaba, Bombay-5, and (2) Shri Lakshman Prasad Bhargava, Ramprasad Bhargava Marg, Ujjain shall be deemed to be elected as Directors of the Board of the Bank at the said General Meeting of

the Shareholders proposed to be held on the 16th January, 1970 which meeting in terms of Regulation 33(1) of the said Regulations now stands cancelled.

V. N. NADKARNI

General Manager

STATE BANK OF BIKANER AND JAIPUR

(Subsidiary of the State Bank of India)

Incorporated in India under Special Statute;
The liability of the Members is limited.

Jaipur, the 9th January 1970

NOTICE

NOTICE is hereby given that the Ninth Annual General Meeting of the shareholders of the State Bank of Bikaner and Jaipur will be held at the Bank's Head Office, Sawai Mansingh Highway, Jaipur on Friday, the 20th February 1970 at 11.30 A.M. (Standard Time) to discuss the Balance Sheet and Profit and Loss Account of the State Bank of Bikaner and Jaipur for the year ended the 31st December 1969, the report of the Directors on the working of the Bank for the same period and the Auditor's report on the Balance Sheet and Accounts.

By Order of the Board

C. P. SAIGAL

General Manager

DENTAL COUNCIL OF INDIA

New Delhi, the 1st January 1970

(i) No. DE-15(3)-69.—In pursuance of sub-section (2) of Section 10 of the Dentists Act, 1948 (XVI of 1948), the Dental Council of India accord recognition to the M.D.S. degree of the Bangalore University in the specialities of—

- (1) Oral Surgery; and
- (2) Periodontia.

(ii) No. DE-15(4)-69.—In pursuance of sub-section (2) of Section 10 of the Dentists Act, 1948, (XVI of 1948), the Dental Council of India accord recognition to the M.D.S. degree of the Lucknow University in the specialities of—

- (1) Oral Surgery; and
- (2) Pedodontics and Preventive Dentistry.

(iii) No. DE-9(6)-69.—In pursuance of Section 11 of the Dentists Act, 1948 (XVI of 1948), the Dental Council of India accord recognition to the Dental Hygiene qualification of the Dental College & Hospital, Lucknow.

D. N. CHAUHAN, BA., JD.,

Assistant Secretary

Dental Council of India

PUNJAB WAKF BOARD

The Punjab Wakf Board with the previous sanction of the Earliest Punjab State Government made Regulations which were published in the Punjab Government Gazette Part III, dated September 1, 1967 and Haryana Government Gazette, dated July 25, 1967. As directed by the Government of India, Ministry of Law (Legislative Department) vide its letter No. 13(14)(4)/69-wakf, dated 13-8-1969 the Regulations are being published in the Gazette of Government of India.

In exercise of the powers conferred by section 68 of the Wakf Act, 1954 (29 of 1954) the Punjab Wakf Board, with the previous sanction of the State Government hereby makes the following regulations :

1. *Short title and commencement.*—(i) These regulations may be called the Punjab Wakf Regulations, 1966.

(ii) They shall come into force at once.

2. *Definitions.*—In these regulations, unless the context otherwise requires :

- (a) 'Act' means the Wakf Act, 1954 (29 of 1954);
- (b) 'Board' means the Punjab Wakf Board;
- (c) 'Form' means a form appended to these regulations;
- (d) 'Employee' means any person in the employment of the Board and includes Imams, Mauzzans, Care-takers, Teachers, Khadims and Mujawirs;
- (e) 'Fund' means the Wakf fund constituted under section 48 of the Wakf Act 1954;
- (f) 'Government' means the Government of the State of Punjab;
- (g) 'Rules' means the Punjab Wakf Rules, 1964;
- (h) 'Section' means the section of the Act;
- (i) All other words and expressions used but not defined in these regulations used shall have the meanings respectively assigned to them in the Act and the rules made thereunder.

3. *Time of meeting* [Section 68(2)(a)].—The Board shall ordinarily meet once a month; provided that the Chairman or at least four members may requisition a special meeting.

4. *Place of meeting* [Section 68(2)(a)].—The meetings of the Board shall ordinarily be held at its office :

Provided that such meetings may also be held at such places in the State as the Chairman or the majority of the members may consider necessary and expedient.

5. *Notice of meeting* [Section 68(2)(a)].—(1) The meetings of the Board shall be convened by the Secretary who shall give to every member notice of the date on which and the time and place at which the meeting is to be held at least ten days before the date of the meeting. The date of the meeting shall be fixed by the Secretary in consultation with the Chairman :

Provided that in the case of a special meeting such notice may be for a shorter period.

(2) Notice of meetings may be sent by post under certificate of posting or may be served personally.

6. *Quorum* [Section 68(2)(a)].—(1) Quorum for a meeting of the Board shall be five including the Chairman.

(2) If at a meeting of the Board there is no quorum, it shall be adjourned to such other date as may be deemed

fit. No quorum shall be necessary at such adjourned meeting.

7. *Agenda* [Section 68(2)(b)].—(1) The Secretary shall in consultation with the Chairman prepare the agenda of the business to be transacted at a meeting.

(2) A copy of the agenda shall be forwarded to every member at least 7 days before the date fixed for the meeting.

(3) The agenda shall set forth clearly and fully the business to be transacted at the meeting and no business other than that so set forth shall be transacted except with the permission of the Chairman or with the assent of three-fourths of the members present at the meeting.

8. *Notice of motions*—Section 68(2)(b).—Notices of motions intended to be taken up at a meeting shall along with draft resolutions reach the Secretary ten days before the date of the meeting for being included in the agenda. Notices received thereafter shall be included in the agenda for the next succeeding meeting :

Provided that formal votes of thanks, messages of congratulations or condolence and other matters of like nature may be moved without notice by the Chairman himself or by any member present with the permission of the Chairman.

9. *Language of conducting business*—Section 68(2)(b).—The business of the meeting shall be conducted either in English or in Hindi or in Urdu. If any of the members present does not understand English, the Chairman shall have the subject matter explained to him when the business is conducted in English.

10. *Order of business*—Section 68(2)(b).—(1) At an ordinary meeting the business shall be conducted in the following order—

- (a) the minutes of the last ordinary meeting and of any special meeting held thereafter shall be read, and approved;
- (b) letters, if any, from Central Government and State Governments and the reports, if any, of the Committees shall be read; accounts and statements shall be considered and passed;
- (c) business postponed from the last ordinary meeting shall be transacted;
- (d) other business fixed for the meeting shall then be transacted; and
- (e) motions of which due notice has been given shall be in the order of priority as received in the office.

(2) At a special meeting only the business for which the meeting was requisitioned shall be considered.

11. *Adjournment and closure*—Section 68(2)(b).—(1) A motion for adjournment of the meeting or adjournment of discussion or closure may be made at any time in the course of a meeting with the permission of the Chairman.

(2) If a motion for adjournment of discussion on any item is carried such discussion shall stand postponed to the next meeting.

12. *Point of order*—Section 68(2)(b).—(1) Any member may at any time in the course of discussion draw the attention of the Chairman to a point of order.

(2) If the point of order is raised by a member while another member is addressing the meeting, the latter shall forthwith resume his seat until the Chairman, whose decision shall be final, has given his ruling.

13. *Order and discipline in the meetings.*—Section 68(2)(b).—The Chairman shall see that order and discipline is maintained in the meeting of the Board. If a member fails to comply with the orders of the Chairman, the Chairman may, with the approval of the majority of members present, debar him from attending the rest of the meeting (Sitting).

14. *Minutes.*—Section 68(2)(b).—(1) The minutes of every meeting together with names of members present shall be recorded by the Secretary in English or Hindi or Urdu in a book specially kept for the purposes and signed by the person presiding at the meeting, members present and also by the Secretary.

(2) Protests or dissents shall be handed over to the person presiding before conclusion of the meeting at which a resolution protested against was passed.

(3) A protest or dissent duly made shall be recorded in the minutes.

15. *Constitution of Committees.*—Section 68(2)(c).—(1) The Board may, whenever it considers necessary establish by a resolution in that behalf a committee or committees for such purposes and with such functions and powers as it considers appropriate.

(2) Each committee shall consist of at least three members who shall be appointed by the Board.

16. *Quorum.*—Section 68(2)(c).—The quorum at a meeting of the committee shall be two-thirds of its total number of members.

17. *Election of Chairman.*—Section 68(2)(c).—(1) The members of the committee shall, at a meeting convened by the Secretary, elect from amongst themselves a president who shall preside at its meetings;

Provided that the Chairman of the Board may attend any meeting of any committee and when he is so present, he shall preside over the meeting.

(2) The meetings of the committees shall be convened by the Secretary of the Board who shall prepare the agenda. The President of a committee may also ask the Secretary to call a meeting of the committee, if he so desires.

18. *Meetings of Committees.*—Section 68(2)(c).—The regulations governing the conduct of business of the Board shall apply *mutatis mutandis* to the meetings of the committee.

19. *Term of committees.*—Section 68(2)(c).—Each committee shall be constituted for a term of one year.

Provided that the Board may by resolution made in that behalf extend the term for a further specified period not exceeding six months.

20. *Allowances of the Chairman and Members.*—Section 68(2)(d).—(1) The Chairman and members of the Board including the members of the committees shall draw travelling allowances in respect of the journeys performed from their usual place of residence to the place of the meeting of the Board and back or for journeys undertaken for the business of the Board at the rates admissible to 1st Grade Officers under the provisions of the Punjab Travelling Allowance Rules contained in the Punjab Civil Service Rules, Volume III.

Provided that for journeys performed by a member in his own car, he shall be entitled to travelling allowance at the rate of first class of Railway fare with usual incidental charges.

(2) The Chairman and members of the Board or Committees thereof shall be entitled to daily allowance at

the rate of rupees ten per day in connection with the meetings or any other business of the Board.

21. *Service under the Board.*—Section 68(2)(e).—All posts under the Board shall be classified into Class I, Class II and Class III as specified below :—

- (i) All posts carrying a minimum salary of Rs. 200 or more shall be classified as Class I.
- (ii) All posts carrying a minimum salary of Rs. 60 or more but less than Rs. 200 shall be classified as class II.
- (iii) All posts carrying a minimum salary less than Rs. 60 shall be classified as Class III.

22. *Qualification of appointment.*—Section 68(2)(e).—No person shall be eligible for appointment in Class I, unless he is a graduate and possesses administrative experience and is conversant with land records and land revenue laws. For technical posts the qualifications shall be equivalent technical qualifications, i.e., diploma in engineering for Overseers and degree in engineering for Assistant Engineer. For class II posts the minimum qualifications shall be matriculation or any other qualifications for recruitment to specified categories of posts as may be necessary.

Provided that persons who are qualified Patwaris or experienced in Patwari work may be appointed as Rent Collectors in Class II.

23. *Working hours.*—Section 68(2)(e).—Unless otherwise fixed by the Board, the working hours of the employees of the Board shall be the same as fixed for the employees of the State Government.

24. *Appointing authority.*—Section 68(2)(e).—(1) Appointments to posts under the Board shall be made by the authorities specified below :—

Posts	Appointing authority
Class I	.. Chairman
Class II	.. Secretary with the approval of the Chairman
Class III	.. Secretary

(2) All appointments to be made by the Chairman shall be on the recommendation of a selection committee appointed by the Board which shall consist of the Chairman and two members.

(3) All orders of postings and transfers of class I employees shall be made by the Chairman and those of class II by the Secretary with the approval of the Chairman and of Class III by the Secretary.

25. *Probation.*—Section 68(2)(e).—Every appointment to a post in Class I and Class II shall be subject to probation or trial for a period of one year which is liable to be extended further by the appointing authority at his discretion. A person shall be confirmed at the earliest opportunity.

26. *Termination of probation.*—Section 68(2)(e).—The appointing authority may before the expiry of the period of probation or trial for reasons to be recorded in writing, terminate the probation of any person and revert him to his permanent post under the Board or discharge him from the service of the Board if he is a direct recruit. In the latter case a notice of one month shall be given before discharge or the employee shall be paid one month's emolument in lieu thereof. If any, leave is granted, the period of notice and leave shall run concurrently and for this purpose 'emoluments' shall include leave allowances.

27. *Disqualification for appointment.*—Section 68(2)(e).—Any person who has been convicted for an offence involving moral turpitude or who has been dismissed from the service of the Government of India or State

Government or of any local authority or any person who has been declared medically unfit, shall be disqualified for appointment under the Board.

28. *Certificates*—Section 68(2)(e).—Every person appointed for the first time to a post under the Board, shall produce a certificate of age and health before the Secretary. The medical certificate shall be in the following form and it shall be annexed to the first bill submitted for the pay of the person concerned.

"I hereby certify that I have examined A. B. a candidate for employment as—under the Punjab Wakf Board and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except—I do not consider this a disqualification for employment in the office—
A.B.'s age according to his own statement is—years and by appearance is about—years.

Medical Officer."

In the case of Class I employees the certificate shall be of the Civil Surgeon of a District.

29. *Security*—Section 68(2)(2).—(1) The Board may demand such security as it considers necessary from any of its employees but the amount of security so demanded shall not exceed the amount of cash likely to be handled by the employee.

(2) The rules laid down in the Punjab Financial Rules, in this behalf, shall be followed *mutatis mutandis* in matters relating to security deposit. For this purpose, the expression 'State Government' or 'Head of Department' whenever it occurs shall mean the Board and the expression 'Government servant' wherever it occurs shall mean the 'employee of the Board'.

30. *Compulsory retirement*—Section 68(2)(e).—(1) The date of compulsory retirement of an employee of the Board is the date on which he attains the age of 60 years. He may be retained in service after that date in exceptional circumstances with the sanction of the Board on public grounds which must be recorded in the resolution of the Board; provided he is medically fit, but he must not be retained after the age of 65 years.

(2) No extension shall be granted for more than a period of one year at a time and in the case of extension of a Class I and Class II employee beyond the age of 60 the medical fitness as aforesaid shall be certified before such extension.

31. *Service Book*—Section 68(2)(e).—(1) A Service Book shall be maintained for every employee of the Board in the form prescribed by Government for its employees. The Service Book will be a record of the service and shall contain no remarks on work or conduct.

(2) The Secretary shall be responsible for the correct and up-to-date maintenance of the Service Book. He shall record an annual certificate of verification in the Service Books of the employees as early as possible after the end of every year.

32. *Character Roll*—Section 68(2)(e).—In addition to the Service Book, a Character Roll shall be maintained by the Secretary. A Character Roll shall be maintained in form appendix A to these regulations in which shall be entered censures, punishments and commendations. Adverse remarks against any employee, if any, shall be communicated to him. It shall be treated as confidential record. It shall contain a yearly report on the work of the employee concerned. Every year in the month of April, the Secretary shall enter his report on the work of each employee under him in regard to the preceding

year. The reports shall be forwarded to the Chairman who will record his comments with his signatures and date. The reports of all employees with the comments of the Chairman shall then be deposited with the Secretary for safe custody.

33. *Promotion and efficiency*—Section 68(2)(e).—(1) All promotions to higher grades or ranks shall be on the basis of seniority-cum-fitness and merit.

(2) There shall be no bar for reverting an employee from a higher post to which he may have been promoted on an officiating or trial basis, if he is not found up to the mark.

(3) Efficiency bars in the time-scales of pay shall be rigorously applied and none shall be allowed to cross a bar unless the Secretary is satisfied that he has attained a reasonable standard of efficiency.

(4) An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a servant of the Board by a competent authority if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

34. *Advance increment*—Section 68(2)(e).—The Board may, in exceptional circumstances, grant an increment in advance to an employee in consideration of his special qualifications, experience or exceptionally good work and conduct.

35. *Establishment*—Section 68(2)(e).—The Secretary shall early in April each year, prepare a detailed statement of all posts under the Board existing on the 1st April.

36. *Seniority*—Section 68(2)(e).—The relative seniority of employees in any grade shall be determined according to the dates of first appointment to the grade, employees promoted on the same date shall keep the position *inter se* which they held in the lower grades from which they were promoted. Seniority of persons from outside at the same time shall be determined according to the order of merit or preference indicated at the time of selection for appointment.

37. *Reduction of establishment*—Section 68(2)(e).—When any post or posts are abolished persons shall be selected for discharge or reversion on the basis of juniority, unless for reasons to be recorded the services of any persons are considered indispensable by the Board.

Explanation.—An appointment the pay of which is reduced shall be deemed to be abolished within the meaning of this regulation.

38. *Order for abolition of post*—Section 68(2)(e), (1).—An order for abolition of a post or for reduction of the emoluments of an appointment shall not be brought into operation in the case of a permanent employee before the expiry of three months, after the notice has been given to the employee affected, and in other cases, before the expiry of one month after the service of the notice.

(2) In the case of an employee on leave, the order shall not be brought into operation before the leave expires, but the leave and the period of notice shall run concurrently.

39. *Casual leave*—Section 68(2)(e).—The employees of the Board shall be entitled to casual leave at the following scale :

- | | |
|---|---------|
| 1. Employees having less than 10 years service | 10 days |
| 2. Employees having service of not less than 10 years but less than 20 years. | 15 days |
| 3. Employees having service of not less than 20 years | 20 days |

40. *Earned leave*—Section 68(2)(e).—The employees of the Board shall be governed by the leave rules applicable to the employees of the Government as amended from time to time.

41. *Punishing authority*—Section 68(2)(e).—The appointing authority shall be the punishing authority. The Board shall be an appellate authority in regard to Class I and Class II posts and the Chairman shall be appellate authority in respect of Class III posts.

42. *Suspension*—Section 68(2)(e).—(1) The appointing authority may place an employee under suspension when an enquiry into his conduct is contemplated or is pending or when a complaint against him or any criminal offence is under investigation or trial. An employee who is detained in custody on a criminal charge or otherwise, for a period longer than 48 hours shall be deemed to have been suspended by the appointing authority under this regulation. An order of suspension may be revoked at any time by the authority making the order or any authority to which it is subordinate.

Provided that no employee shall be kept under suspension for more than six months. The appointing authority must complete enquiry within this period (six months).

43. *Penalties*—Section 68(2)(e).—Subject to the provisions of these regulations the following penalties may for good and sufficient reasons as hereinafter provided, be imposed on an employee of the Board, namely :—

- (i) Censure.
- (ii) Withholding of increments and promotions.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence or breach of order.
- (iv) Reduction to a lower Class or post or to a lower time-scale or to a lower stage in a time-scale.
- (v) Compulsory retirement of an employee in permanent employment.
- (vi) Removal from the service of the Board which shall not be disqualification for future employment.
- (vii) Dismissal from the service of the Board which shall ordinarily be disqualification for future employment.

Explanation.—The following shall not amount to a penalty within the meaning of this regulation :

- (i) Non-promotion whether in a substantive or an officiating capacity of an employee, after consideration of his case, to a service, class or post for promotion to which he is eligible.
- (ii) Reversion to a lower service, class or post of an employee, officiating in a higher service, class or post on the ground that he is considered, after trial to be unsuitable for such higher services, class or post or on administrative grounds unconnected with his conduct.

(iii) Termination of service.

- (a) of an employee appointed on probation, during or at the end of the period of probation, in accordance with the terms of his appointment of the rules and orders for which he was appointed; or
- (b) of a person appointed otherwise than under contract to hold a temporary appointment on expiration of the period for which he was appointed; or
- (c) of a person employed under an agreement, in accordance with the terms of such agreement.

44. *Procedure for imposing major penalties*—Section 68(2)(e).—No order imposing any of the penalties specified in clauses (v) to (vii) of regulation 43 shall be passed against an employee of the Board (other than an order passed on facts which have led to his conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required within reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires, or if the authority concerned so directs, an enquiry shall be held. At that enquiry oral evidence shall be heard and recorded as to such of the allegations as are not admitted and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and have witnesses called, as he may wish, provided that the inquiring officer, may, for special and sufficient reasons to be recorded in writing, refuse to call a witness. The proceeding shall contain a sufficient record thereof. The punishing authority shall, if it is not the inquiring authority, consider the record of the inquiry, record its findings on each charge and pass appropriate orders on the case.

(2) The regulations shall not apply where the persons concerned has absconded, or where for other reasons it is impracticable to communicate with him. All or any of the provisions of this regulation may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the regulation and those requirements can be waived without injustice to the person charged.

45. *Procedure for imposing minor penalties*.—Section 68(2)(e).—No order imposing any of the penalties specified in clauses (i) to (iv) of regulation 43 shall be passed except after the employee is informed in writing of the proposal to take action against him and of the allegations on which action is proposed to be taken and given an opportunity to make representation, if any, to be taken into consideration by the punishing authority.

46. *Pay and allowances on reinstatement*.—Section 68(2)(e).—(1) When an employee who has been dismissed, removed or suspended is reinstated, he shall be allowed the difference between the full pay with allowance and the subsistence grant if the authority competent to order reinstatement or to revoke the suspension order, in the case of suspension, certifies that it was wholly unjustified. In such a case of suspension, the period of absence from duty shall be treated as a period spent on duty for all purposes.

(2) The pay and allowances of an employee who is removed or dismissed from service shall cease from the

date of removal or dismissal. Leave shall not be granted to an employee when the authority competent under these regulations to impose the penalty has decided to dismiss, remove or compulsorily retire him from the service of the Board.

47. *Appeal.*—Section 68(2)(e).—An employee may appeal to the appellate authority from an order by any subordinate authority imposing any of penalties mentioned in regulation 43. An appeal shall also lie against :—

- (a) an order of suspension;
- (b) an order reverting to a lower service, class or post, an employee officiating in a high service, class or post otherwise than as a penalty;
- (c) an order determining the pay and allowance for the period of suspension to be paid to an employee on his re-instatement or determining whether such period shall be treated as a period on duty for any purpose.

48. *Forms and contents of appeal.*—Section 68(2)(e).—An Appeal shall be preferred within one month of the date on which the appellant was informed of the order appealed against and shall contain all material statement and arguments relied on by appellant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the Secretary or through the authority from whose order the appeal is preferred.

49. *Withholding of appeals.*—Section 68(2)(e).—(1).—The authority which made the order appealed against may withhold the appeal if :—

- (i) it is an appeal against an order from which no appeal lies; or
- (ii) it does not comply with any of the provisions of regulation 48; or
- (iii) it is not submitted within the period specified in regulation 48; or
- (iv) it is a repetition of an appeal already decided and no new facts or circumstances are adduced :

Provided that an appeal withheld on the ground only that it does not comply with the provisions of regulation 48 shall be returned to the appellant and if resubmitted within one month thereof after compliance with the said provisions, shall not be withheld.

(2) Where an appeal is withheld, the appellant shall be informed of the fact and reasons therefor.

50. *Transmission of appeal.*—(1) The authority which made the order appealed against shall without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under regulation 49 and thereupon such appeal shall be transmitted to that authority together with the comments thereon and the relevant records

(2) The authority to which the appeal lies may direct transmission to it of any appeal withheld under regulation 49 and thereupon such appeal shall be transmitted to that authority with holding the appeal and the relevant records.

51. *Consideration of appeal.*—Section 68(2)(e).—(1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of regulation 42 and having regard to circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of other appeals the appellate authority shall consider—

- (a) whether the procedure prescribed in these regulations has been complied with, and if not, whether such non-compliance has resulted in failure of justice;
- (b) whether the penalty imposed is excessive adequate or inadequate and after such consideration pass such order as it thinks proper.

52. *Temptation of order in appeal.*—Section 68(2)(e).—The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

53. *Terms and conditions of service of Imams, Mauzzans, Care-takers, Teachers, Khadims and Mujawirs.*—Section 68(2)(e).—The provisions of regulations from 21 to 52 shall not apply to Imams, Mauzzans, Care-Takers, Teachers, Khadims and Mujawirs in so far they are inconsistent with the following provisions :—

- (1) The appointing authority and the punishing authority in the case of Imams, Mauzzans, Care-Takers, Teachers, Khadims and Mujawirs shall be the Board. All appointments to these posts shall be made on the recommendation of Religious Affairs Committee.
- (2) The Religious Affairs Committee will interview the candidates, test their knowledge and submit its recommendations to the Board. The Imams shall possess the following qualifications :—
 - (a) candidates who possess the degree of "Farigh-ul-Tehsil" shall be classed as of Grade I.
 - (b) candidates who have passed "Qafya and Qadoori" or are Hafiz Qari with knowledge of Muslim theology, shall be classed as of Grade II.
- (3) A person to be appointed as Mauzzan shall possess elementary knowledge of Massail of Namaz and Roza.
- (4) A person to be appointed Khadim or Mujawir shall be "Ba-shara", be regular in the observance of Roza and Namaz be acquainted with "Fateha and Darood" and be physically fit to maintain the Dargah.
- (5) All kinds of leave to Imams, Mauzzans, Care-takers, Teachers, Khadims and Mujawirs shall be sanctioned by the Secretary. The Secretary shall also make officiating arrangement, in case any of the posts fall vacant, in consultation with the Chairman and in emergent cases he can also suspend any such employee with the approval of the Chairman. But the Secretary shall place all cases of officiating arrangement and suspension before the Board, which meets immediately after such orders.

54. *Form of application for registration of Wakfs.*—Section 68(2)(1).—(1) An application for registration of Wakfs shall be in Form I and shall be filled in the office of the Secretary. The application for registration shall be accompanied with a fee of rupees five for a Wakf whose gross annual income exceeds rupees 5,000 and with a fee of one rupee for other Wakfs.

(2) On receipt of an application for registration the Secretary may before the registration of the Wakf make such enquiries as he considers necessary in respect of the genuineness and validity of the application and the correctness of any particulars mentioned therein, and when the application is made by any person other than the person administering the Wakf property the Secretary

shall before registering the Wakf give notice of the application to the person administering the wakf properties and shall hear him if he desires to be heard. When the Secretary finds that there are serious discrepancies between the submission of the persons administering the Wakf property and those of any other person regarding the validity of the application for registration and the correctness of any particulars mentioned therein he shall place the matter before the Board and obtain their orders as to the particulars that will be registered.

55. Books to be kept at the office of the Board.—Section 68(2)(f)—The following books and registers shall be maintained in the office of the Board in the forms mentioned or appended :—

- (a) Register of Wakfs in the form prescribed under the Punjab Wakf Rules, 1964.
 - (b) Banks Account Registers in Form III showing daily deposit in the Bank in the account of Punjab Wakf Fund and in the Aukaf Fund separately.
- Explanation.*—Aukaf Fund is the Fund which is comprised of the receipts on account of Wakfs for which there are no Mutawallis and which are therefore directly managed by the Board.
- (c) minutes Books of the meetings of the Board and those of the committees in Form IV.
 - (d) Registers showing list of members of the Board in Form V.
 - (e) Establishment Register in Form VI.
 - (f) Registers of Imams, Mauzzans, Care-takers, Teachers, Khadims and Mulawirs in Form VII.
 - (g) Annual Budget Register in Form VIII.
 - (h) Loan Register showing advances and loan and their recoveries in Form IX.
 - (i) The Wakf property register in Form X.

56. Budget Section 68(2)(i).—(1) The Mutawalli of every Wakf shall, before the end of the month of December in each year submit to the Board a budget in Form XI of the next financial year for approval of the Board

(2) Every such budget shall make adequate provision for :

- (a) The scale of expenditure for the time being in force in the wakf;
- (b) The due discharge of all liabilities binding on the Wakf;
- (c) Expenditure on religious, charitable and other purposes directed by the Wakf or according to custom or usage; and
- (d) The maintenance of a working balance.

(3) The Secretary shall on receipt of the budget scrutinise the same and shall along with his report thereon place the same before the Board for its approval

56-A. It will be the duty of the Mutawalli to see that the person to whom agricultural land is leased out is a *bona fide* agriculturist and tills the land himself and that the rent agreed to is fair and reasonable. At the time of audit of Mutawalli's accounts it should be examined with reference to Patwari's fard Girdawari that the above conditions are implemented both in spirit and letter

56-B. Mutawalli's are prohibited from accepting bribes while leasing out urban property and infringement of this direction will render the Mutawalli liable to removal from the office of Mutawalli. This point will specifically be examined at the time of audit.

57. Maintenance and audit of accounts of Wakf—Section 68(2)(j).—(1) The following registers will be maintained by the Mutawalli for watch of Wakf in addition to the usual accounts and collection papers :

- (a) A register of demand and collection in Form XII.
- (b) A register of liabilities and expenditure in Form XIII.
- (c) An Inspection Book in Form XIV.

(2) The Mutawalli's shall, before the 1st day of May every year, submit a full and true statement of accounts in Form XV as required under section 32.

(3) The Board shall appoint a qualified auditor or auditors to audit the accounts of Wakfs

(4) The Auditor shall go into the accounts of Wakfs, verify the Wakf properties and note losses and gains giving the cause thereof. He shall ascertain and note :

- (i) the total demand;
- (ii) the actual income;
- (iii) amount in arrears;
- (iv) rent or land revenues payable to Government, cesses and taxes etc.
- (v) rent actually paid;
- (vi) rent in arrears;
- (vii) why not paid (with respect to each property and entire estate).
- (viii) the cost of collection as per Mutawalli's accounts and at 12½ per cent;
- (ix) the net available income.

He shall comment on the realisation of dues, neglect or lacks of the Mutawalli and suggest means for better collection or management.

(5) He shall proceed to examine the expenditure, check them item by item against vouchers where necessary and note irregularities and improper expenditure, if any pointing at the same time the person or persons responsible for them.

(6) He shall classify the expenditure under each separate head as recorded in the account and work out the totals under each head and compare them with the directions of the wakf in the Wakf deed or according to usage and custom and report in what manner the wishes of the wakf have been complied with.

(7) He shall note whether there is and surplus income and whether any provision of the Wakf deed has become inoperative or impossible of execution on account of change of conditions and if so, in what manner such surplus and lapsed amounts may be spent in the best interests of the Wakf.

(8) The auditor shall particularly investigate the following facts :—

- (i) Whether all the statutory dues have been paid if not what dues are still outstanding and how they affect the property of the Wakf.
- (ii) The names of the beneficiaries, the dues of each to what extent they have been paid, and whether arrears, if any, where justified by existing circumstances. Estate, Mosques, Schools, Musafir-khanas and such other institutions for which there is an allotment are to be treated as beneficiaries.

- (iii) Whether the wakf is indebted and if so the name of the Creditors the date of each loan the amount of each loan, the rates of interest and the present position should be noted. If necessary a scheme of repayment within a reasonable time should be prepared in consultation with the Mutawali and enclosed with his report.

58. *Fees for inspection of records and for obtaining copies—Section 68(2)(j).*—(1) Application for inspection of proceeding or record of the Board shall be made in Form XVI which will be available at the office of the secretary on payment of thirteen paise.

(2) A single application shall be made and a single searching fee shall be paid for the inspection of all the papers relating to each single record or file.

(3) The ordinary searching fee shall be one rupee for a single record or file. In urgent cases double the ordinary fees shall be charged. The fee shall be paid in cash to the Cashier who on receipt of this fee shall put his initials in column 8 of the application.

(4) The copying section shall grant the inspection on the date and at the hour stated in column 9, and the applicant shall be allowed to take such notes of the record or proceeding as he desires. He shall acknowledge the inspection on the reverse side of the application.

(5) (a) Application for copies of proceedings or records of the Board shall be made in Form XVII which will be available at the office of the Secretary on payment of thirteen paise.

(b) Copying fee shall be charged at the rate of fifty paise for every hundred words whether in manuscript or typescript.

(c) The fee payable for certification of a document as true copy, shall be fifty paise.

(d) In the case of urgent copies double the ordinary fees shall be charged.

59. *Authentication of orders of Board—Section 68(2)(m).*—(1) The Chairman or Secretary shall authenticate the orders and decisions of the Board.

(2) The common seal shall remain in the custody of the Secretary.

(3) All correspondence emanating from the Board shall be in the name of the Secretary and correspondence with the Board shall be addressed to the Secretary.

60. *Financial and revenue year—Section 68(2)(n).*—(1) The Financial year of the Board shall commence with effect from 1st April, each year.

(2) The revenue year shall commence from 1st October, every year.

61. *Matters to be kept secret—Section 68(2)(n).*—The Chairman, Members, Secretary and other Officers of the Board are bound to observe secrecy in matters whose disclosure may be prejudicial to the interest of the Board or any wakf.

Sd/-

Secretary

Punjab Wakf Board

I
APPENDIX A
CHARACTER BOOK
(See Regulation 32)
PART I

Name of official with father's name, family residence, height and date of birth

Examination passed with date of passing

Brief account of family (e.g. occupation of father, social position and Influence of family, reference to relations who are or have been in Government service)

Certified that the particulars given herein above and on the reverse are true to the best of my knowledge and belief.

M419GI/69

CHARACTER BOOK—*contd.*

PART II

Notices of Works and Character

Post held at the date of entry	Notes of work and character. <i>N.B.</i> —Please preface each entry clearly with the date, name and rank of officer making entry.

FORM II

(See regulation 54)

APPLICATION FOR REGISTRATION OF WAKFS UNDER SECTION 25 OF THE MUSLIM WAKF ACT, 1954

To

The Secretary,
Board of Wakfs.

Sir,

I, _____, son of _____, P.O. _____ District _____
 of village _____ being the Mutawalli/Wakf/beneficiary/person interested in the Wakf properties which have been described below, do hereby apply for the registration of the said wakf under section 25 of the Muslim Wakf Act, 1954.

1. Description of Wakf properties including movables—
 - (a) Name of the District.
 - (b) Tauzi No. and No. of Than
 - (c) Name of village/town.
 - (d) Khata No. and khasra No.
 - (e) List of movables and their description with estimated value.
 - (f) Municipal holding No. if within Municipal limit :
 - (i) Area leased out to tenants,
 - (ii) Area of land under khud kasht,
 - (iii) Encumbrances and all ownaces, if any, and persons, bodies or institutions in actual physical possession of the same.
2. Gross annual income from such properties.
3. The amount of land revenue and cesses, and of all rates and taxes annually payable in respect of Wakf properties.
4. An estimate of the expenses annually incurred in the realization of the income of the Wakf properties.
 Cost of collection and maintenance of Wakf properties as follows :—
 - (i) In case of immovable properties, costs as annually incurred, subject to a maximum of 12½ per cent of the gross income
 - (ii) 1 per cent in the case of income from securities, debentures, shares, dividends, etc.,
 - (iii) 1 per cent in the case of income from fixed contributions in lump sum, such as (1) a regular allowance paid by a trust fund or (2) when the entire Wakf property has been let out in theka etc., and
 - (iv) 1 per cent in case of the cash value or crops which do not require the employment of a collection staff.
5. List of expenditure directed by the Wakf or in accordance to Wakf deed or usage or custom for—
 - (a) Salary of the Mutawalli and allowances to individuals,
 - (b) Expenses for religious purposes,
 - (c) Expenses for charitable purposes,
 - (d) Expenses for other purposes.
6. A correct statement of the accumulated income out of the Wakf properties, in cash or kind.
7. The rule of succession to the office of Mutawalli under the Wakf deed or by custom or usage.
8. The manner in which the Wakf is administered at present that is, whether under a scheme settled by a court of law or by a popularly constituted committee.
9. Name of Wakf (donor).
10. Name of Mutawalli with present address.
11. Year and date of the Wakf deed.
12. List of papers submitted.

VERIFICATION

I solemnly declare that the above statements are true to the best of my knowledge and belief and that I have concealed nothing.

Signature _____

Address _____

N.B.—A copy of the wakf deed should be forwarded with every such application. Where no deed was drawn up at the time of the creation of the Wakf the applicant should write a brief history and full particulars of the origin, nature and object of the wakf of all other necessary facts to the best of his knowledge.

FORM III

PUNJAB WAKF BOARD

Register of Deposit in Bank During the month of _____

Wakf Fund/Aukaf Fund

[See regulation 55(b)]

Date of receipt	Open- ing bal- ance	Parti- culars	Income by cash	Income by che- que	Total of each line	Progre- ssive total Col. 2+6	Date of deposit in Bank	Parti- culars	Deposit by cash	Deposit by che- que	Total of each line	Daily total	Closing balance	RE- MARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

FORM III-A

PUNJAB WAKF BOARD

Register of Funds Punjab Wakf Fund

_____for the month of _____

Aukaf

Fund

[See regulation 55(b)]

Date of receipt	Particulars	Folio	Credit	Month	Particulars	Folio	Debit	Balance	Dr/Cr	REMARKS
1	2	3	4	5	6	7	8	9	10	11
				Voucher No.						

FORM IV

MINUTE BOOK OF THE MEETING OF THE BOARD AND THE COMMITTEES

[See regulation 55(c)]

Date	Names of mem- bers present	Resolu- tion	Name of mover	Name of seconder	Amend- ment moved	Substance of dis- cussion held	Result of the motion		Form of resolution adopted or carried	REMARKS
							Favour	Against		
1	2	3	4	5	6	7	8	9	10	11

FORM V

REGISTER SHOWING LIST OF MEMBERS OF BOARD

[See regulation 55(d)]

Serial No.	Name of mem- ber	Full address	No. and date of notification	Date of commence- ment of term	Term of allotment	Date of completion of term	Termination		REMARKS
							Date	Cause	
1	2	3	4	5	6	7	8	9	10

FORM VI
ESTABLISHMENT REGISTER
[See regulation 55(e)]

Serial No.	Name of official	Father's name	Residence	Date of birth	Educational qualifications	Date of appointment	Name of post	Post held			Date of attending superannuation	Termination of services		REMARKS
								Pay	From	To		Date	Cause	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

FORM VII
REGISTER OF IMAMS, MAUZZANS, TEACHERS, KHADIMS AND CARE-TAKERS AND MUJAWIRS
[See regulation 55(f)]

Serial No.	Name	Father's name	Residence	Date of birth	Qualifications	Date of appointment	Name of post	Post held			Date of attending superannuation	Termination of service		REMARKS
								Pay	From	To		Date	Cause	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

FORM VIII
ANNUAL BUDGET REGISTER
[See regulation 55(g)]

1. Department Head
2. Major Head
3. Minor Head
4. Detailed Head
5. Detailed Sub-head
6. Allotment

Months—

April

May

June

July etc.

FORM IX
REGISTER OF LOANS
[See regulation 55(h)]

Punjab Wakf Board
Amount of loans of Rs.
(Conditions of loan)
To bear interest at

Received from
Per cent to be paid yearly/half yearly quarterly and to be repaid,

Amount of principal					Amount of interest					REMARKS	
Date	Receipt Amount	Payment Amount	Voucher	Balance after each transaction	Calculated interest		Amount paid		Balance due		
					Period	Interest due	Total interest due	Amount			Voucher No.
1	2	3	4	5	6	7	8	9	10	11	12

Appropriation Register of loans
Punjab wakf Board

Receipts				Expenditure				REMARKS
Month	Opening balance	Particulars	Amount	Voucher No.	Particulars	Amount	Closing Balance	
1	2	3	4	5	6	7	8	9

FORM X
WAKF PROPERTY REGISTER
 [See regulation 55(l)]

Name of wakf	Page and S. No. of register maintained u/s 26 read with rule 10	DETAILS OF PROPERTY				
		Urban				
		Immovables				
		District	Tehsil	Town	Ward, block or mohalla	Municipal No. Old/New
1	2	3	4	5	6	7
Description of property i.e. whether house, shop, Plot, Mosque etc.	Accommodation	Dimenses	Valuation	Encumbrances	Electricity or water tap laid on	Taxes
8	9	10	11	12	13	14

Immovables		Movables			Immovables		
Name of Occupant	Monthly rent	Description with estimated value	Year	Disposal, if any, and how	District	Tehsil	
			Income received				
15	16	17	18	19	20	21	
Village	Khasra No.	Area	Class of soil	Source of irrigation	Estimated value	Encumbrances	Tenure on which held
22	23	24	25	26	27	28	29

Name of lessee	From	To	Amount of lease money	Land revenue	Cess	Other forms
30	31	32	33	34	35	36
<i>Movables</i>						
Description	Estimated value	Year	Disposal, if any	Authority	REMARKS	
		Income derived				
37	38	39	40	41	42	

FORM XI
ANNUAL BUDGET ESTIMATE OF WAKF FOR
 [See regulation 56(I)]

Revised estimate for the current year					Revised estimate for the current year												
Actual Income for the last year	Budget estimate for the current year	Actual till the end of November	Probable from December till the end of March	Total of columns 3 and 4	Heads of income	Estimate for the succeeding year	Total as per heads	Actual expenditure for the last year	Budget estimate for the current year	Actual till the end of November	Probable from December till the end of March	Total of columns 3 and 4	Heads of expenditure	Estimate for the succeeding year	Total as per heads.		
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8		
Rs	Rs	Rs	Rs	Rs		Rs	Rs	Rs	Rs	Rs	Rs	Rs		Rs	Rs		
					1. Opening balances—											1. Expenditure on account of making collection for the Wakf properties	
					(a) Cash												
					(b) Current account												
					(c) Miscellaneous												
					Total												
					2. Land—											2. Expenditure incurred according to the directions of of Wakf or usage or custom for—	
					Estimated quality of paddy, quantity of paddy required for service of the Wakf as directed by Wakf or according to usage or custom.											(a) Allowances to the Mutawalli and other individuals.	
					(a) Quantity and price of surplus crops. Price of crops required for service											(b) Expenses for religious purposes.	
					(b) Price of surplus crops											(c) Expenses for charitable purposes.	
					(c) Other income from land Total income from land											(d) Expenses for other purposes.	
					3. Rents—											3. Expenditure for improvement and repair of lands—	
					(a) Income from house rent												
					(b) Income from shops situated within the premises of the Wakf.											4. Expenditure for repairs of houses.	
					Total income from rents.												
					4. Nazars, Presents or Charhawa offered to the Wakf.											5. Expenditure for services—	
					(a) Cash											(a) Rent payable to Government.	
					(b) Approximate cash value of Nazars, presents and Charhawa.											(b) Tax payable to Municipality etc.	
					5. Grants and aids from Government.											(c) Contribution payable under Wakf Act, (Central Wakf Act 29 of 1954).	

Income						Expenditure									
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Rs	Rs	Rs	Rs	Rs		Rs	Rs	Rs	Rs	Rs	Rs	Rs		Rs	Rs
					6. Annual proceeds from—								Total expenditure for revenue, Tax and contributions		
					(1) Investment								6. Expenditure for audit—		
					(2) Deposits								7. Other minor expenses,		
					Total annual proceed from investment and deposits								8. (a) Purchase of lands		
					7. (a) Compensation realised from employees and servants for negligence in duties or loss or damage caused.								(b) Construction of house or augmenting the income of Wakfs.		
					(b) Income from other sources, Miscellaneous receipts such as premium or Nazrana, Sale proceeds or timber, fuel, shrubs, salt sand, earth and stone.								(c) Interest on loan.		
					(c) Income from business and similar other items.								(d) Repayment of loans and advances by the Wakf.		
					(d) Income from subscription in cash or in kind.								(e) Investment other than current accounts in Bank		
					(e) Any other items of income known to the Mutawallis belonging to the Wakf.								Total		
					8. Income from extraordinary sources and loans—								9. Amount recoverable from advance		
					(a) Refund towards loan advanced								10. Balance at the end of the year		
					(b) Loans incurred								(a) Cash		
					(c) Deposits withdrawn								(b) Current account in Bank		
					(d) Consideration of money for sale of long leases of land								(c) Approximate price of surplus paddy and other crops		
					(e) Consideration for sale of house								Total balance amount		
					(f) Money realised from mortgage of land								Grand total		
					(g) Money realised from mortgage of house										
					Total income from extraordinary sources and loans										
					9. Recoveries from advances										
					Grand Total										

'Wakf' means permanent dedication of all kinds religious, pious and charitable purposes and such includes mosque Qabristan Dargah and shrine of all kinds as well as all other kinds of religious and educational institution including common funds established for educational character pious or religious purposes.

Signature

Mutawalli

Village

Date.

FORM XII
REGISTER OF DEMAND AND COLLECTIONS
 [See regulation 57(1)(a)]

Name of	Head of the Accounts	Demand			Collections			Balance	REMARKS
		Arrear	Current	Total	Arrear	Current	Total		
1	2	3	4	5	6	7	8	9	10
	1. Rents	..							
	2. Cesses	..							
	3. Produce of Income of groves (Fruit crops) (Khamara lands)	..							
	4. Sarjar	..							

FORM XIII

REGISTER OF LIABILITIES AND EXPENDITURE

[See regulation 57(1)(i)]

Name of the Wakf	Head of Accounts	Kisti for which due	Liabilities	Expenditure		Balance	REMARKS
				Amount paid	Date of payment		
1	2	3	4	5	6	7	8
	1. Government Revenue	..					
	2. Rent	..					
	3. Cesses	..					
	4. Other taxes	..					
	5. Collection expenditure	..					
	6. Miscellaneous expenditure	..					
	7. Pay of Officers	..					
	8. Stationery	..					
	9. Repairs to and maintenance of property	..					
	10. Travelling Allowance and other miscellaneous	..					
	11. Law charges—						
	(i) Rent suits	..					
	(ii) Other suits	..					
	12. Allowances—						
	(i) Mutawalli	..					
	(ii) Other beneficiary	..					
	(iii) Individual	..					
	13. Payment of individual institution, mosque other than mosque	..					
	14. Repayment of loans with details	..					

FORM XIV

INSPECTION BOOK

[See regulation 57(1)(c)]

Name of Wakf—

Place of location—
(Village, Tehsil and District)

Date and time of visit	Name and designation of officer or other gentlemen making the visit or inspection.	Remarks and suggestions
1	2	3

FORM XV
STATEMENT OF ACCOUNT

[See regulation 57 (2)]

Name of Work Heads of accounts	Actual income for the preceding 12 months from the 1st April to the 31st March	Reasons for variation from the budget estimate proposed for the year	Heads of Accounts	Actual expenditure for the preceding 12 months from the 1st April to the 31st March	Reasons for variation from the budget estimate proposed for the year	
1	2	3	4	5	6	7
1. Income from cultivation ..			1. Expenditure on account of making collections from the Wakf properties			
2. Income from rents, cesses, sayartate..			2. Expenditure incurred according to the directions of the Wakif or usage or custom for—			
3. Income from investment and deposits			(a) Allowance to the Mutawalli and other individuals ..			
4. Income from business ..			(b) Expenses for religious purposes ..			
5. Income from Nazars and presents ..			(c) Expenses for charitable purposes ..			
6. Income from other sources— ..			(d) Expenses for other purposes ..			
(a) Income from shops situated in the premises of the Wakfs ..			3. Expenditure for improvement and repair of land ..			
(b) Income from house-rent ..			4. Expenditure for repair of houses ..			
(c) Grants and aids from Government, if any ..			5. Expenditure for services— ..			
(d) Compensation money received ..			(a) Rent and L.R. payable to Government			
(e) Miscellaneous income, such as Jal-kar Phakar, Salami, Bankar, Hatkar, Sale proceeds, timber, fuel, shrubs, salt, sand, earth and stone ..			(b) Tax payable to Municipality etc. ..			
(f) Income from subscription in cash or kind.			(c) Contribution payable under Wakf Act (Central Act 29 of 1954) ..			
7. Any other items of income known to the Mutawalli belonging to the Wakf ..			6. Expenditure for audit ..			
			7. Other minor expenses in connection with—			
			(a) Purchase of lands ..			
			(b) Construction of house for augmenting the income of Wakfs			
			(c) Interest on loan ..			
			(d) Repayment of loans and advances ..			
			(e) Investments other than current accounts in Bank ..			

*The variations, that is the difference between the figures in the budget estimates submitted by the Mutawalli for that year and the figures shown as actuals in statement.

FORM XVI

APPLICATION FOR INSPECTION OF PROCEEDINGS OR RECORDS OF THE BOARD

[See Regulation 58 (1)]

No. and date	Name and address of the applicant	Nature of the document	Where the document relates to a Wakf, the relation of the applicant (to be instituted) with the Wakf to be inspected	Order granting or rejecting the application	Searching fee deposited		Initial of the cashier on receiving payment	Date and hour when the inspection shall be allowed	Signature of the officer receiving the application	REMARKS
					Ordinary	Urgent				
1	2	3	4	5	6	7	7	9	10	11
					Rs	P. Rs	P.			

FORM XVII

APPLICATION FOR COPIES OF PROCEEDINGS AND RECORDS

[See Regulation 58(5) (a)]

No. and date	Name and address of the applicant	Specification of the document of which a copy is required	Where the document relates to a Wakf, the relation of the applicant with the Wakf
1	2	3	4

Order granting or rejecting the application	No. and date of words to be copied	Searching fee deposited		Copying fee deposited			
		Ordinary	Urgent	Ordinary	Urgent		
5	6	7	8	9	10		
		Rs	P.	Rs	P.	Rs	P.

Certification fee deposited if a certified copy is required				Total of columns 7--12				Initial of the officer on receiving payment
Ordinary		Urgent		Ordinary		Urgent		
11	12	13	14	15				
Rs	P.	Rs	P.	Rs	P.	Rs	P.	

Date and hour when the copy shall be ready	Date of delivery	Signature of the applicant acknowledging receipt of the copy	REMARKS
16	17	18	19

MINISTRY OF FOREIGN TRADE

TEXTILES COMMITTEE

Bombay-18, the 2nd January 1970

CORRIGENDUM

F. No. 33(9)/68-AD—In the Textiles Committee Employees (Discipline and Appeal) Regulations, 1968 published in the Gazette of India (Part-III, Section 4), dated the 13th December 1969 (pages 712 to 714) the following corrections may be made :—

- (1) On page 712 of the Gazette, the Sub-Regulation 4(1)—competent authorities, may be re-numbered as 4(2) and Sub-Regulation 4(2)—procedure for imposing penalties, may be re-numbered as 4(3).
- (2) Likewise the Regulations 3, 4, 5, 6, 7, 8 and 9 appearing on pages 713 and 714 of the Gazette may be re-numbered as 5, 6, 7, 8, 9, 10 and 11.

M. R. RAMACHANDRAN
Secretary

OIL & NATURAL GAS COMMISSION SECRETARIAT

No. 17(4)/65-Reg.—In exercise of the powers conferred by sub-Section (1) of section 32 of the Oil and Natural Gas Commission Act, 1959 (43 of 1959), the Oil and Natural Gas Commission hereby makes, with the previous approval of the Central Government, the following regulations, namely :—

1. *Short title and commencement* (1) These regulations may be called the Oil and Natural Gas Commission (Health, Retirement and Terminal Gratuity) Regulations, 1969.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. *Definitions* : In these regulations, unless the context otherwise requires :

- (1) "Act" means the Oil and Natural Gas Commission Act, 1959 (43 of 1959);
- (2) "Commission" means the Oil and Natural Gas Commission established under section 3 of the Act;
- (3) "Emoluments" means the average of the pay, including special pay, personal pay, dearness pay, technical pay and any other emoluments, classed as pay by the Commission drawn by the employee during the 36 months immediately prior to the date of quitting service and shall be subject to a maximum of Rs. 1800 per month;
- (4) "family", when used in relation to an employee, means—
 - (i) wife in the case of a male employee;
 - (ii) husband in the case of a female employee;
 - (iii) sons (including the step sons and adopted sons) and such sons of a predeceased son;
 - (iv) unmarried daughters (including step daughters and adopted daughters) and such unmarried daughters of a predeceased son;
 - (v) brothers below the age of 18 years and unmarried and widowed sisters (including step brothers and step sisters);

(vi) father;

(vii) mother; and

(viii) married daughters and widowed daughters and married daughters and widowed daughters of a predeceased son;

(5) "Qualifying service" means all service rendered in the Commission after completion of 18 years of age, except periods of service rendered as Apprentice and extraordinary leave without leave salary;

(6) "Schedule" means a Schedule appended to these regulations.

3. *Eligibility for grant of gratuity*—(1) The gratuity shall be granted for good, efficient and faithful service to all the wholetime employees of the Commission except to the following persons :—

- (a) casual and non-regular employees;
- (b) government servants and others employed on deputation terms;
- (c) employees on contract basis;
- (d) apprentices and trainees;
- (e) re-employed persons.

(2) The gratuity shall be granted to the employees in the following circumstances, namely :

- (a) discharge from service on abolition of a post;
- (b) permanent incapacity due to bodily or mental infirmity;
- (c) superannuation;
- (d) death before retirement;
- (e) retirement on attaining the age of 55 years or at any time thereafter;

Provided that the Gratuity shall not be admissible to an employee who resigns from service or whose services are terminated for misconduct, insolvency or inefficiency.

Note :—

Voluntary retirement on attaining the age of 55 years or at any time thereafter shall not constitute resignation.

(3) Gratuity shall be admissible, except in the case of death only after 5 years of qualifying service.

4. *Extent of Gratuity*—(1) The gratuity shall be equal to $\frac{1}{4}$ th of the emoluments for each completed period of six months of qualifying service, subject to a maximum of 15 times the emoluments or Rs. 24,000, whichever is less.

(2) In the case of death of an employee, the amount of gratuity shall be as calculated under sub-regulation (1), or as mentioned below, whichever is more, namely :—

- (i) during the first year of service the gratuity shall be equal to 2 months' emoluments;
- (ii) after one year but before 5 years' service the gratuity shall be equal to 6 months' emoluments;
- (iii) after completion of 5 years' service the gratuity shall be equal to 12 months' emoluments;

Provided that the gratuity so calculated shall be reduced by the amount of Commission's contribution together

with interest thereon standing to the credit in the Contributory Provident Fund account of the employee :

Provided further that in the case of an employee, who is governed by the Workmen's Compensation Act, 1923 (8 of 1923), and is entitled to compensation under that Act, in the event of his death, his family shall be entitled either to death gratuity under these regulations or the compensation payable under the Workmen's Compensation Act, 1923 (8 of 1923), whichever is more.

(3) the employee shall make a nomination in the form prescribed in Schedule 'A' and in the event of his death, while in service or after quitting service but before the payment of gratuity, the gratuity shall be paid to the person or persons of the family of the employee, duly nominated by him indicating the share payable to each member.

(4) In the event of an employee not having any family, he may make a nomination in favour of person or persons in the form prescribed in Schedule 'B' and the payment of gratuity shall be made to such person or persons.

(5) In the event of there being no nomination, the amount of gratuity on death shall be paid in the manner indicated below, namely :—

- (a) If there are one or more surviving members of the family as mentioned in clauses (i) to (iv) of sub-regulation (4) of regulation 2, it shall be paid to all such members, in equal shares;
- (b) if there are no such surviving members of the family but there are one or more surviving members of the family as mentioned in clauses (v) to (viii) of sub-regulation (4) of regulation 2, the amount of gratuity shall be paid to all such members, in equal shares.

5. *Recovery of dues* :—The appointing authority, or any other authority empowered by the Commission in this behalf, shall have the right to make recovery of Commission's dues before the payment of the death-cum-retirement gratuity due in respect of an officer even without obtaining his consent or without obtaining the consent of the members of his family in the case of the deceased officer, as the case may be.

6. *Interpretation*—If any doubt arises regarding the interpretation of any provision of these regulations, the matter shall be referred to the Secretary to the Commission who shall decide the same.

SCHEDULE 'A'

NOMINATION FORM IN RESPECT OF DEATH/RETIREMENT/TERMINAL GRATUITY TO THE EMPLOYEES OF THE OIL AND NATURAL GAS COMMISSION

[See Regulation 4(3)]

(When the Employees has a Family and wishes to nominate one or more than one Member thereof)

I hereby nominate the person mentioned below, who is a member of my family and confer on him the right to receive any death/retirement/terminal gratuity that may be sanctioned by the Commission in the event of my death while in service and the right to receive on my death, any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and address of nominee	Relationship with the employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name and address and relationship of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of gratuity	Amount of share of gratuity payable to each*
1	2	3	4	5	6

Dated this.....day of.....19..... at.....

Witnesses to signature.

1.....

2.....

Signature of the employee.

*This column should be filled in so as to cover the whole amount of gratuity.

SCHEDULE 'B'

NOMINATION FORM IN RESPECT OF DEATH/RETIREMENT/TERMINAL GRATUITY TO
THE EMPLOYEES OF THE OIL & NATURAL GAS COMMISSION

[See Regulation 4(4)]

[When the employee has no family and wishes to nominate some other Person(s)]

I having no family; hereby nominate the person(s) mentioned below and confer on him the right to receive any death/retirement terminal gratuity that may be sanctioned by the Commission in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and address of nominee	Relationship with the employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving the payment of gratuity	Amount of share of gratuity payable to each*
1	2	3	4	5	6

Dated this.....day of.....19 at.....

Witnesses to signature

1.....

2.....

Signature of the employee

*This column should be filled in so as to cover the whole amount of gratuity.

EMPLOYEES' STATE INSURANCE CORPORATION

Madras-34, the 2nd January 1970

No. MR/CO-3(24)69.—It is hereby notified that Thiru S. Aravamudhan, Personal Officer, T.V.S. and Sons (P) Ltd., Tirunelveli-3 and Thiru K. V. Manickavasagam, Office Superintendent, Thirumalai Mills, 85, East Car street, Tirunelveli-6 have been nominated as members under Regulation 10-A(1)(d) of the General

Regulations, 1950 on the Local Committee (ESI) Tirunelveli in the place of Thiru T. S. Krishnan and Thiru Vaikuntam respectively.

(By Order)

V. SIVARAMAN
Regional Director and Ex-Officio,
Secretary to the Regional Board,
Tamil Nadu

